



### **Important Information**

- Anyone generating gross receipts in the Town is required to obtain a Business License annually. Licenses expire on **December 31<sup>st</sup>** of each year.
  - Business License applications must also be approved by the Town Planning and Building & Fire Codes Departments.
  - The applicant(s) is subject to a criminal history background check.
  - When approved, you will be **required to file a Gross Receipts Report** to estimate the gross receipts for the business for the balance of the current calendar year. A minimum fee is charged for the first \$5,000 of gross income, then a charge for each \$1000 (or part of) over the first \$5000. The rate will show on the Gross Receipts Report so that you can compute and pay your business license fees accordingly.
  - The Business License office must be notified of any changes in your business, including type of business, location, phone or ownership.
  - Make checks payable to the “Town of Hilton Head Island”.
  - A business should get Town approval **before moving or making any lease or rental commitment.**
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### **\*Elimination of Commercial Waste Disclosure**

Ordinance No. 88-6 requires:

Each business shall disclose its method of solid waste handling on the business license application form and present proof of such solid waste disposal before a license is granted.

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### **\*\*Home Occupation Disclosure**

Section 16-4-1002 Home Occupations

A home occupation as defined by this Title shall be deemed an accessory use provided that such home occupations:

1. Is conducted entirely within a dwelling or integral part thereof and has no outside storage of any kind related to the home occupation
  2. Is clearly incidental and secondary to the principal use of the dwelling
  3. Is conducted only by persons residing on the premises (nonresident employees are not permitted)
  4. Does not necessitate or cause the exterior appearance of any structure to be other than residential and is not disruptive of the residential character of the neighborhood
  5. Has no advertising of the home occupation on the site or structures
  6. Creates no disturbing or offensive noise, vibration, smoke, dust, odor, heat, glare, unhealthy or unsightly condition, traffic or parking problem; and
  7. Does not involve retail sales or services that bring more than 10 customers per day to the dwelling.
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